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Secretariat

8 September 2011

Secretary-General's bulletin

Performance Management and Development Learning Programme for Managers and Supervisors

The Secretary-General, pursuant to staff rule 1.3 and taking into account the recommendation formulated by the Staff-Management Coordination Committee at its thirtieth session, held in June 2009, promulgates the following:

Section 1
General provisions

1.1 The present bulletin establishes the mandatory status of the Performance Management and Development Learning Programme for Managers and Supervisors, for all staff members who are in a supervisory role.

1.2 For the purpose of the present bulletin, "staff members who are in a supervisory role" refers to first and second reporting officers, as well as additional supervisors.

Section 2
Purpose

The purpose of the Performance Management and Development Learning Programme for Managers and Supervisors is to promote a culture of high performance, personal professional development, continuous learning and individual accountability. The programme reinforces best practice in performance management and development (including for work planning, ongoing feedback, the midpoint review and the end-of-cycle appraisal). The programme's objective is to enhance the knowledge and skills required to promote dialogue and communication between managers and staff. Emphasis is placed on the translation of organizational goals into individual goals, the successful conduct of collaborative meetings with staff members at the midpoint review and end-of-cycle appraisals, and addressing underperformance.

Section 3
Implementation

3.1 All staff members, at all levels, who supervise at least one staff member within the meaning of section 1.2 above, are required to participate in the Performance Management and Development Learning Programme for Managers and Supervisors.

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3.2 Heads of departments, offices and missions are responsible for ensuring the completion of the learning programme by their staff members.

3.3 Certificates of completion of the programme shall be retained by each staff member and copies shall be placed on their official status file.

3.4 Staff members who have completed the previously offered "Performance Management for Managers and Supervisors" workshop do not have to participate in the programme. However, they shall validate their previous learning through a briefing on the new elements of the Performance Management and Development System, as promulgated in administrative instruction ST/AI/2010/5.

3.5 Staff members may obtain further information directly from the Career Support and Performance Management Section of the Office of Human Resources Management; from Learning Managers, for staff members at offices away from Headquarters; or from Human Resources teams, for staff members in field operations.

Section 4
Final provisions

The present bulletin shall enter into force on the date of its issuance.

(*Signed*) **BAN** Ki-moon
Secretary-General